



# DISTRICT OF SECHELT

## COMMITTEE OF THE WHOLE MEETING

### AGENDA

Wednesday, May 8, 2024, 3:00 pm  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt  
and Via Zoom Online Meeting Platform

#### PLEASE NOTE:

The District of Sechelt will continue to conduct Council and Committee meetings in-person in the Community Meeting Room. The public is welcome to attend in person or by electronic communications, as follows:

District of Sechelt's YouTube channel: <https://www.youtube.com/user/SecheltMedia>

Zoom: <https://zoom.us>, join Meeting ID: 843 6221 2908 and Password: MAY2024

Phone: 1-778-907-2071, with Meeting ID: 843 6221 2908 and Password: 7109035

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#### Pages

#### 1. LAND ACKNOWLEDGEMENT

The District of Sechelt is located on the traditional and unceded territory of the shíshálh Nation. We respect the histories, language and culture of the people of the shíshálh Nation, whose presence continues to enrich this community.

#### 2. CALL TO ORDER AND DECLARATION OF CONFLICT

#### 3. ADOPTION OF AGENDA

#### 4. DELEGATIONS & PROCLAMATIONS

- 4.1 Proposed Changes for Regulations on Relocated Homes - Cassidy van der Ros,  
Nickel Bros Canada

#### 5. BUSINESS ITEMS

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| 5.1 | Information Relating to Relocated Dwellings          | 2  |
| 5.2 | Notice of Motion - Councillor Toth - Relocated Homes | 4  |
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#### 6. ADJOURNMENT

## FOR INFORMATION

**TO:** Committee of the Whole                      **MEETING DATE:** May 8, 2024

**FROM:** James Nyhus Chief Building Official

**SUBJECT:** Information Relating to Relocated Dwellings

**FILE NO:** 0530-2024

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### **PURPOSE**

Council resolved to have the Chief Building Official provide background information on the topic of relocated dwellings.

### **DISCUSSION**

At the March 6, 2024 Regular Council Meeting, correspondence was received from a representative from Nickel Bros Canada seeking a letter to the Province (Ministry of Housing) for clarification on how the BC Building Code should be applied to relocated dwellings.

There are advantages in relocated housing in that it is less expensive than constructing a new dwelling, however the cost savings is only enjoyed by the first owner as the house could be sold later at market value.

In the past, older houses were regularly demolished, and sent to landfills. Now, many jurisdictions require the demolition to be diverted to recycling and reused facilities.

Metro Vancouver has published a guide on Construction and Demolition Waste Reduction and Recycling Toolkit in October of 2023 in which they show several case studies of how deconstruction and salvage of a house can achieve higher levels of material reuse and recycling, as much as 92% in some cases.

At this time, 49% of the housing stock in Canada was built prior to 1980. A committee was created out of Building Code advisory groups to look at improvements to the existing housing stock for better energy use and greenhouse gas reduction when housing undergoes renovations or alterations.

Currently, any performance upgrades are voluntary on the part of the building owner, however it is likely that the next edition of the National Code in 2025 will require performance upgrades. There may even be a new Building Code that only addresses this issue that would parallel the regular building codes.

## **Legislative Context**

Application of the BC Building Code and the District of Sechelt Building Bylaw to relocated dwellings.

## **POLICY AND BYLAW IMPLICATIONS**

The District of Sechelt Building Bylaw No. 409, 2003 Part 16, 16.1 (f), (g), and (h) has criteria for relocated housing within that sets a level of life safety and building performance that is required under the current edition of the BC Building Code (at the time of writing, the 2024 BC Building Code).

The Building Bylaw also sets out criteria that ensures that relocated housing is a proper fit for the neighbourhood into which it (they) is proposed to be moved and sited. Moved buildings must have a value (as per British Columbia Assessment Authority) of at least 85% of all other buildings within 500 meters of the site after the required upgrades are completed.

Therefore, the Building Bylaw does permit relocated dwellings, but with conditions respecting neighbourhood fit and it is likely that future Code changes will increase the requirements for energy performance of dwellings.

## **SUSTAINABILITY PLAN IMPLICATIONS**

The goals are:

1. Sustainable Community Growth and Development
2. Leadership in Sustainability

## **STRATEGIC PLAN IMPLICATIONS**

The goals are:

1. Effective Growth
2. Housing
3. Commitment to Climate Change Mitigation, Adaptation, and the Preservation of the Natural Environment

## **FINANCIAL IMPLICATIONS**

There are no costs to the District.

## **COMMUNICATIONS**

Report to be received for information at open Council meeting.

Respectfully submitted,

James Nyhus

Chief Building Official

## NOTICE OF MOTION

**TO:** Committee of the Whole **MEETING DATE:** May 8, 2024  
**FROM:** Kerianne Poulsen, Corporate Officer  
**SUBJECT:** **Councillor Toth – Relocated Homes**  
**FILE NO:** 0540

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### RECOMMENDATION

That staff bring forward amendments to Bylaw 409, 2003 to allow for relocated homes to be placed in the District of Sechelt and that amendments may include, but not limited to:

- Altering language in sections 16.1 (f) (g) & (h) to better align with provisions and intent within SCR D Bylaw 687;
- Strike or update Section 16.3 to better consider the affect a 500m range may have in representing home values adjacent to a subject property;
- Ensure that an engineering report regarding life safety improvements as well as hazardous material safety are required as part of an assessment prior to permits being issued for relocated homes; and

That the bylaw amendment be forwarded to the Community Associations for information prior to adoption.

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### PURPOSE

A member of Council has brought forward a motion regarding the regulation of relocated homes for Council's consideration.

### Legislative Context

District of Sechelt Council Procedure Bylaw No. 568, 2018

26. (1) Any member of Council desiring to bring forward to Council any new matter, other than a point of order or privilege, shall do so by way of a "Notice of Motion" and the matter shall be dealt with as provided by section 26(2).
- (2) Any member of Council may give notice of motion:

- (b) provide the Corporate Officer with a written copy of such motion, no later than nine calendar days prior to the scheduled meeting and the Corporate Officer shall add the motion to the agenda for said meeting.

Respectfully submitted,

Kerianne Poulsen

Corporate Officer

#### Attachments

1. 2024-04-02 BC Ministry of Housing Building and Safety Standards Branch Information Bulletin
2. Excerpt from District of Sechelt Building Bylaw No. 409, 2003
3. Excerpt from Sunshine Coast Regional District Building Bylaw 687, 2014



## Information Bulletin

### Building and Safety Standards Branch

PO Box 9844 Stn Prov Govt

Victoria BC V8W 9T2

Email: [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca)

Website: [www.gov.bc.ca/buildingcodes](http://www.gov.bc.ca/buildingcodes)

No. B24-07

April 2, 2024

## Relocated Buildings

The purpose of this bulletin is to provide guidance and clarification for a consistent application of the British Columbia Building Code (BCBC, Code) concerning relocating buildings. Relocation of a building as an alternative to demolition can have positive environmental impacts due to its reduction of both demolition waste and the use of new resources.

Although the primary focus of the BCBC is for the design and construction of new buildings, the BCBC also applies to deconstruction and the construction of alterations and additions to existing buildings. Further, the BCBC applies to the work necessary to ensure safety in an existing building that is being relocated to ensure that the building's performance is not decreased below a level that previously existed. An objective of this bulletin is to provide information and direction for such instances so that the BCBC is applied in a manner that does not discourage the relocation of an existing building in favour of demolition, and that authorities having jurisdiction (AHJ) and industry professionals can better understand a reasonable and appropriate application of the BCBC.

A relocated building is considered an existing structure used for supporting or sheltering a use or occupancy that has been physically moved to a different building location<sup>1</sup> (this is different from structures on wheels such as park model trailers). Temporary buildings such as construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and similar structures, designed and intended to be relocated on an ongoing basis, and which the AHJ has exempted from the BCBC, are not within the scope of this bulletin. The Code does not apply to factory-built housing and components that comply with the CSA-Z240 MH Series standard<sup>2</sup>, but the Code does apply to the site preparations, connection to services, and installation of appliances for those houses and components. This bulletin does not discuss compliance with the CSA-Z240 MH Series standard.

This bulletin is strictly limited to clarification of the BCBC's application to the relocation of existing buildings to locations where the BCBC applies<sup>3</sup> and is not intended to inform or

<sup>1</sup> An existing building moved to a new location is not considered a new building by the Code.

<sup>2</sup> There are explicit requirements within the CSA-Z240 MH Series standard that require compliance with enactments in force at the location where the home or components are to be installed. In these circumstances, it is the CSA-Z240 MH Series standard that itself may require compliance with the Code.

<sup>3</sup> The BCBC applies to all buildings in B.C. except for the City of Vancouver, Treaty First National that do not reference the BCBC in their agreements, and Federal Lands.

intervene with valid authorities of local governments or other provincial, territorial, or federal jurisdictions including but not limited to:

- Local government matters related to land use/zoning,
- landscape,
- site access and roadway use,
- original building site demolition/remediation,
- Provincial jurisdiction such as highway use, *Motor Vehicle Act*, WorkSafeBC, etcetera,
- Provincial, territorial, or federal enactments (such as other codes and standards).

Although the BCBC references standards for compressed gas and electrical equipment, the Safety Standards Act and its pursuant regulations governs new gas and electrical services, appliances, and equipment, and the modification to services, appliances, and equipment. This bulletin does not discuss permits or other matters under the Safety Standards Act.

The overarching premise of the application of the BCBC to a relocated building is:

- a retroactive application of the current BCBC is not required for a relocated building if the sole reason is due to its relocation,
- the correction of an unsafe condition should one be found to exist, and
- as with any existing building, relocated or not, the current BCBC is applicable to new alterations/additions that occur. However, in some circumstances after sound analysis and good judgment by the designer and local authorities, discretion may need to be applied to a current Code requirement for a realistic and practical application in meeting the Code's intended objective.

The BCBC applies to changes in occupancy and to many design and construction activities including whenever there is an alteration to a building and to any work necessary to ensure safety in a relocated building<sup>4</sup>. Any alteration to an existing building, including alterations associated with relocating an existing building, shall not reduce the level of safety performance below the level that existed prior to relocation<sup>5</sup>. The designer and the AHJ are encouraged to work together to identify the applicable Code requirements and their importance to the Code's objectives. The building's suitability related to occupant loads and environmental loads<sup>6</sup>, such as snow loads and lateral loads (wind and seismic), applicable to the proposed building site, must be considered. Should a building be relocated to a location

<sup>4</sup> See Sentence 1.1.1.1.(1) of Division A for the full scope of application.

<sup>5</sup> See Sentence 1.1.1.2.(1) of Division A for the full scope of application to existing buildings. See also Note A-1.1.1.2.(1) which further clarifies the intent and provides a reference to the User's Guide – NBC 1995, Application of Part 9 to Existing Buildings which can be accessed here: <https://nrc-publications.canada.ca/eng/view/fulltext/?id=0a9c1d9d-8211-4576-bc2f-a8881b95210c>.

<sup>6</sup> Environmental loads are determined by the AHJ, or alternatively found in Appendix C of Division B.

with higher environmental loads than the building was originally designed to, structural upgrades will be required.

### ***Alteration***

Alterations include changes and extensions (additions) to any matter or thing related to an existing building. A new foundation at a new location is considered new construction, and anchorage of a relocated building to that new foundation will likely result in some changes to the existing building. (The design and construction requirements for the new foundation include providing for appropriate soil bearing capacity, perimeter drainage, insulation, etcetera.) Alterations related to the relocation of a building should be considered in a similar context to alterations to existing buildings generally.

### ***Unsafe condition***

The Code's application focusses on matters of safety which include building provisions such as structural design, fire protection, and occupant life safety. The siting of the relocated building on its new site would need to comply with the Code's spatial separation requirements for the type of construction of the exposing building face. The unique features and exposing building face of the existing building being relocated determine the limiting distance needed to protect adjacent buildings at the new location. The Code uses the term 'unsafe condition' to apply to potential hazards to a person's health as well as safety. Should a relocated residential building be installed with a new attached storage garage, current Code requirements for carbon monoxide detection will be required to mitigate the potential unsafe condition.

### ***Work necessary to ensure safety***

The application of the BCBC to a relocated building requires consultation and coordination between the AHJ and the owner to determine the appropriate level of safety performance for the existing building based on its conditions at the original location, and what improvements are necessary to meet current safety requirements of the BCBC at the new location. It is highly recommended an assessment / survey of the building proposed to be relocated be provided by a competent person to assist in facilitating the discussions. Generally, this primarily applies to any parts of the building that are directly being affected by the process of relocation, along with critical elements that affect the life-safety of the building at the new location. It is of course ideal to identify barriers to moving a building to a desired location before deconstruction and construction activities begin.



## Frequently Asked Questions (FAQs)

### ***Does the BCBC permit homes built to the CSA Z240 MH Series of standards to be moved?***

Yes, the BCBC anticipates homes built to the CSA MH Series of standards to be moved to one or more locations over their lifespan. These homes have a nameplate with information as to their design specifications and the structural loads they can withstand, and this helps determine what locations and conditions these homes are suitable for. The BCBC regulates the site preparations (siting, foundations, mountings) and the connections to services and installation of appliances for these homes. Local enactments such as building and zoning/land use bylaws may also apply. This bulletin does not discuss compliance, certification, or alterations to homes built to the CSA MH Series of standards.

Work with the local AHJ and use the [Manufactured Home Registry](#) when planning to move a home, whether new or existing, that is built to the CSA Z240 MH Series of standards.

### ***When I move a building, do I follow the edition of the code it was originally designed to for installation at the new location?***

No. In some cases, existing buildings could have been built before the first Provincial Codes were adopted. Any alterations that are required as part of the relocation of an existing building to a new location must conform to the edition of the BCBC in force at the time they occur, meaning those aspects of the building that are changing or reconstructed as part of a relocation today must conform to the edition currently in force. Alterations shall not decrease the level of building performance that existed prior to the alterations.

### ***What happens if I move a building that has had work done without permits and doesn't meet Code?***

While it is anticipated that not all aspects of existing buildings will meet current Code requirements, an assessment of existing building's performance is critical for determining how it will perform at a new location. Work done without permits may be more difficult to assess and work that does not meet the minimum requirements of the Code can pose undue risk to health and safety. Work with the local AHJ to develop a plan for what work will be required as part of a relocation and whether an unsafe condition exists.

### ***Can local authorities have enactments and other rules for what types of building can be moved into their jurisdiction?***

Yes, work with the local AHJ when planning to move a building into their jurisdiction and follow local building requirements.

## PART 16 - MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION

- 16.1 Buildings may be moved into or within the District of Sechelt provided the following conditions are fulfilled:
- (1) A building permit to move the **building** onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding;
  - (2) An application for a building permit to move a **building** shall:
    - (a) Be made in the form prescribed by the Building Official signed by the owner or agent, or a signing officer if the owner or agent is a corporation;
    - (b) Include a copy of a title search made within 30 days of the date of application;
    - (c) Include a site plan showing:
      - i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel;
      - ii) the location and dimensions of all statutory rights of way, easements and setback requirements;
      - iii) the location and dimensions of all existing and proposed buildings or structures on the parcel;
      - iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the District of Sechelt Zoning Bylaw establish siting requirements related to flooding.
    - (d) Include copies of approvals required under any enactments relating to health or safety;
    - (e) Include a foundation design prepared by a registered professional in accordance with Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedules B as referred to in Division C, Part 2 of the **Building Code**, signed by the registered professional;
    - (f) When the building is intended to be used as a dwelling unit the applicant shall include a report prepared by a Professional Engineer stating the **building** intended to be used for habitation has been

- constructed to current **Building Code** requirements, including but not limited to structural, health and safety, thermal insulation and window requirements, or;
- (g) Include plans detailing any and all upgrading required to meeting the requirements of this Bylaw, the Plumbing Bylaw and any enactments after, the building is moved to a new site;
  - (h) Include a written statement from the owner or agent declaring that the building will be upgraded to current **Building Code** and other required standards within 24 months from the date of permit issuance;
  - (i) Be accompanied by confirmation of liability insurance including the District of Sechelt as an additional insured in the amount of \$5,000,000 with a maximum deductible of \$5000;
  - (j) Be accompanied by a security bond as set out in Schedule “A” attached to this bylaw;
  - (k) Any other information as required by the **building official**.
- 16.2 Prior to the move a qualified Appraiser shall submit a report stating the estimated value of the building after it is completed.
- 16.3 All moved buildings shall be of a value after completion equal to at least 85% of all other buildings within 500 metres of the site of the moved building.
- 16.4 The time and the route of the moving shall be approved by the Superintendent of Public Works in consultation with the RCMP and the Ministry of Transportation.
- 16.5 The requirements of section 16.1(2)(e) may be waived by a Building Official in the circumstances where the Building Official has required a professional engineer's report pursuant to section 699 (2) of the Local Government Act and the building permit is issued in accordance with sections 699 (5) and (6) of the Local Government Act.
- 16.6 The requirements of section 16.1(2)(e) may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with section 9.4.4 of the **Building Code** and the foundation excavation substantially complies with section 9.12 of the **Building Code**.
- 16.7 When an application is made to relocate a dwelling unit within the boundaries of the District of Sechelt and the dwelling unit has heritage significance as determined by the Building Official, some of the requirements of Sections 16.1(2)(f), 16.1(2)(g) and 16.1(2)(h) may be waived by the Building Official to maintain significant heritage features.

The owner and the occupier of the parcel on which the pool is located are jointly and severally responsible for ensuring that the fence or building, or both, that enclose the pool is maintained in good order and repair so that at all times the fence, building or both, comply fully with this Bylaw.

## Part 14 - DEMOLITION PERMITS

- 14.1 A building **permit** to demolish a **building** or **structure** shall:
- (1) be valid for 12 months from the date of issuance;
  - (2) carry with it the obligation to remove from the site within the lifetime of the **permit**, all material resulting from or produced by the demolition and such other on site works of reclamation as may be specified in the **permit**.
  - (3) Demonstrate if required by the **Building Official** that approved disposal of any contaminated waste has been undertaken.
  - (4) not be extended
- 14.2 An application for a permit to demolish a **building** or **structure** shall include a site plan showing the location of the **building** or **structure** to be demolished.
- 14.3 the **owner** is fully responsible for ensuring that he or she complies with the *Waste Management Act* and Contaminated Sites Regulation, other bylaws or enactments.
- 14.4 Before receiving a demolition **permit** for a building or **structure** the **Owner** shall first pay the **Regional District** the appropriate fee set out in Schedule B attached to this bylaw.

## Part 15 - MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION

- 15.1 Buildings may be moved into or within the **Regional District** provided the following conditions are fulfilled:
- (1) A building **permit** to move the **building** or **structure** onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding.
  - (2) A moved building when placed on the property to which it is being moved must comply with all **Zoning Bylaw** requirements.
  - (3) The building **permit** to move a **building** or **structure** is valid for a period of 24 months from the date of issuance.

(4) An application for a building **permit** to move a **building** or **structure** shall:

(a) be made in the form prescribed by the **Building Official** signed by the **owner**, or a signing officer if the **owner** is a corporation;

(b) include a copy of a title search made within 30 days of the date of the application;

(c) include a site plan showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel;

(ii) the location and dimensions of all statutory rights of way, easements and setback requirements;

(iii) the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;

(iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District's Zoning Bylaws** establish siting requirements related to flooding;

(d) include copies of approvals required under any enactment relating to health or safety.

(e) include a foundation design prepared by a **registered professional** in accordance with section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the **Building Code**, signed by the **registered professional**;

(f) include a professional engineer's report, assessing the structural components of the moved building and listing the life safety issues of the moved building that must be brought up to current **Building Code** standards.

(g) despite the provisions of 15.1(4)(f) the **Building Official** shall determine compliance of **Building Code** life safety issues.

(h) include plans detailing any and all upgrading required to meet the requirements of this Bylaw, the Plumbing Bylaw and other applicable Bylaws and enactments after the building is moved to a new site.

(i) any other information as required by the **Building Official**

15.2 The requirements of section 15.1(4)(e) may be waived by a **Building Official** in the circumstances where the **Building Official** has required a professional engineer's report pursuant to Part 3, Division 8 of the **Community Charter** and

the building permit is issued in accordance with sections 56(4) and (5) of the *Community Charter*.

- 15.3 The requirements of section 15.1.(4)(e) may be waived by a **Building Official** if documentation, prepared and sealed by a **registered professional**, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 of the **Building Code** and the foundation excavation substantially complies with section 9.12 of Part 9 of the **Building Code**.
- 15.4 Before receiving a building permit to move a **building** or **structure** the **Owner** shall first pay to the **Regional District** the building permit fee set out in Schedule B attached to this bylaw.
- 15.5 Before receiving a building permit to move a **building** or **structure** the **Owner** shall first pay to the **Regional District** a refundable security deposit in the amount set out in Schedule B attached to this bylaw.
- 15.6 The security deposit shall be forfeited to the **Regional District** if any conditions of the building permit are defaulted on, or the building permit expires.
- 15.7 An application for a building permit to move a **Manufactured Home** must include proof of the appropriate CSA certification and registration number, foundation details and method of anchorage.

## Part 16 - INSPECTIONS

- 16.1 When a **registered professional** provides letters of assurance in accordance with this bylaw, the **Regional District** will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the **Building Code**, this bylaw and other applicable enactments respecting safety.
- 16.2 Notwithstanding section 16.1 of this bylaw, a **Building Official** may attend the site from time to time during the course of construction to ascertain that the **field reviews** are taking place and to monitor the **field reviews** undertaken by the **registered professionals**.
- 16.3. A **Building Official** may attend periodically at the site of the construction of **standard buildings** or **structures** to ascertain whether the **health and safety aspects of the work** are being carried out in substantial conformance with those portions of the **Building Code**, this bylaw and any other applicable enactment concerning safety.
- 16.4 The owner or his or her representative shall give at least 24 hours notice to the **Regional District** when requesting an inspection and shall obtain an

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**TO:** Committee of the Whole

**REPORT DATE:** May 8, 2024

**FILE NO:** 0640

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## **PURPOSE**

The quarterly report provides an update to Council on District activities for the period January 1 to March 31, 2024. This quarter staff have developed a new format to combine all departments into one report to identify which projects and operational activities support Council's strategic priorities for the entire organization.

## **COUNCIL PRIORITIES**

### **Effect Growth**

- Airport Master Plan development working with various stakeholder groups including the Airport Development Select Committee.
- Presented Official Community Plan (OCP) Kickstart project plan to the Committee of the Whole.

### **Housing**

- Initiated Housing Needs Report, as required by Provincial Bil 44.
- Adoption of Official Community Plan Amendment Bylaw No. 492-35 to streamline missing middle housing development - prepared by staff and a public hearing held in March.
- Commenced preparation for up-coming zoning changes for the provincial Small-Scale Multi-Unit Housing (SSMUH) housing program.
- Rezoning and OCP amendment were approved for 117 townhouse units on Shoal Way.

### **Community Safety and Wellbeing**

- Friendship Park Washroom Security Cameras - This project, initiated in late Q1, aims to install four security cameras in Friendship Park. It is expected to be completed in early May.
- Coordinated the Community Safety Committee.
- Renewed Security Patrol contract and collected data from Security patrol.



## **FIRST QUARTER REPORT**

- Co-ordinating with the RCMP derelict vehicles discarded on Hightide Ave were towed in an effort to clean this area and improve community safety.
- Bylaw Officers are taking the lead in creating a plan for monitoring and cleaning encampment area on High Tide Ave. This will involve outreach and weekly visits with the occupants of the area, including a weekly clean-up of garbage and discarded items.
- Review and enforcement on property maintenance concerns and complaints relating to several un-sightly properties.
- Time was spent focused on dangerous and aggressive dogs and applying the dangerous designation would require re-location outside of District of Sechelt.
- Review parking concerns in areas of West Sechelt and the Downtown Village.
- Received BC Air Access Grant that will provide a safer option on approach and take off for planes at the Sechelt Airport with a new GPS Approach system.
- Bike Lanes – Reef Road, Shoal Way & Lighthouse Ave – works substantially complete, deficiencies and outstanding works to start soon.
- Covid 19 Active Transportation Grant – Multi-use paths substantially complete, road markings planned for April 2024.

### **Ensuring Financial Balance**

- Preparation of 2023 Audit field work for the completion of the 2023 Financial Statements.
- Presented 2024 Budget for discussions with Council in public information sessions.
- Applied for Complete Communities: \$150,000; and Connecting Sechelt Youth Grant: \$6,000
- Applied for, and received, a grant for 2024 syiyaya Days and Sechelt Summer Music Series from the BC Fairs, Festivals and Events Fund.

### **Commitment to Climate Change, Mitigation, Adaptation and the Preservation of the Natural Environment**

- Secured new local paper recycling provider, replacing off-coast service provider.
- New electric vehicle charging station for two vehicles installed in the rear parking lot of Municipal Hall.
- New section of effluent outfall and ballast installed in Trail Bay.
- 16 trees were planted using structural cells as part of the Inlet Avenue roadworks project.
- Rebuilt stormwater ponds along the Heritage to Fairway Connector trail.
- Green Information Technology (IT) Initiatives:
  - Instead of automatic hardware replacement, IT evaluates equipment for extended use or repurposing.
  - Cloud adoption is prioritized to minimize additional IT infrastructure.



## FIRST QUARTER REPORT

- Financial software will move to the cloud, and document management software will transition from on-premise to online using SharePoint. Ongoing research explores additional green initiatives.
- Attended the inaugural meeting of the Sunshine Coast Regional District's (SCRD's) *Community FireSmart Resiliency Committee*.
- Issued request for proposed consulting services to implement a new electronic records management system (SharePoint) – a critical step towards reducing the amount of paper used.
- Staff work with shíshálh Nation, SCR D and Town of Gibsons on a water technical group that emerged from the four Water Summits in 2023. The group is working together to review the variety of water projects for supply increase and demand monitoring. Presentation to elected officials is tentatively planned for Q2, 2024.
- At request of the Province and shíshálh Nation, the Director of Planning and Development is a member of the Dock Management Plan Advisory Group. The Advisory Group is a term-defined group that meets regularly to look at proposed amendments to the Dock Management Plan and the themes from the public submissions.

### Fostering a Vibrant Downtown Core

- Started construction preparation for rental housing by Greenecourt on Medusa Street. and Telus Living on Inlet Avenue.
- Made advancements on rental housing by Genaris on Shornecliffe Avenue.
- Replanted streetscapes and garden beds along Inlet Avenue and around Shornecliffe Avenue after roadwork and utility projects uprooted the existing plantings.
- Provided support to ensure the successful start to the Sechelt Farmers' & Artisans' Market season.

**DIVISIONAL UPDATES - Corporate and Community Services****Communications**

Many events took place during Q1, including a much-anticipated snowfall. Communications supported the community through online updates about snow and road conditions and waste service interruptions. A burst sprinkler at the Municipal Hall resulted in the closure of Municipal Hall and relocation of the reception centre and lots of internal and external communication.

Other highlights from Q1 include:

- Played a key role in creating awareness and contacting stakeholders during the Reef Road closure due to the culvert.
- Organized “Mayor for a Day” with two Grade 7 students from West Sechelt Elementary on February 9.
- Launched the graphic version of the Strategic Plan to the public.
- Mayor’s Message February 13.
- Assisted in promoting events and notices from our stakeholders.
- Acknowledged 12 different days and celebrations, for example Pink Shirt Day and Ramadan.
- Top social posts include Sechelt Library’s pop-up in Trail Bay Mall and instructions on how to drive through an intersection that has a blinking red light.

**Council Support**

- January 23-Q1 RCMP Policing update
- January 31-February 2-Council attended Local Government Leadership Academy conference in Richmond.
- Q1 number of emails to Council; 110 compared to 120 last year (not all correspondence require a response).
- Most of the correspondence was regarding unhoused, community safety, housing, short term rentals.

**Arts, Culture & Heritage**

Hill Strategies Research Inc. published an article with an analysis of the demographics, employment characteristics, and incomes of artists in the District of Sechelt. The result showed that there is a very high concentration of artists in the labour force in the District. Approximately 140 professional artists reside in Sechelt (based on custom data collected from Statistics Canada’s 2021 long-form census).

## FIRST QUARTER REPORT

Other news includes:

- The Friendship Park mural (east side of the washroom building) was targeted again by graffiti vandalism.
- 2024 Sechelt Arts Festival kicked off with a ‘soft-launch’ and visual arts exhibition opening, *GO FISH*, by filmmaker Nettie Wild (2023 Governor General’s Award in Media Arts recipient).
- Initiated Sechelt Art Festival website transition from the previous platform to the District web page.
- Hired the producer for the 2024 Summer Music series.
- Applied for, and received, a grant for 2024 syiyaya Days and Sechelt Summer Music Series from the BC Fairs, Festivals and Events Fund.
- Hosted a cultural roundtable for 15 local festival and event producers.
- Community Investment Program (CIP) Grants:
  - Appointed 3 members to CIP Grant Review Committee
  - Reviewed final reports from 2023 CIP Grants
  - Reviewed applications for 2024 CIP Grants
  - Hosted CIP Grant Review Committee’s annual adjudication process
- Renewed another 5-year lease with Trail Bay for the Archives (2025-2030).
- Completed conditioning report for three pieces of the District’s Art Collection; these were removed from Municipal Hall after the flood.
- Provided support and permit guidance to the shíshálh Nation for planning of the first annual Murdered and Missing Indigenous Women’s march.
- Represented the District of Sechelt at the BC Public Art Network meeting hosted by the City of Burnaby, and the West Coast Municipal Events meeting hosted by the City of Vancouver.

### Parks

#### Community-driven Service Requests

- 60 general service requests, a 62% increase from Q1 of 2023.
- 36 tree/urban forest service requests, a 24% increase from Q1 of 2023.

## FIRST QUARTER REPORT



SKATE PARK BEFORE: Damaged rock and wood retaining walls



SKATE PARK AFTER: Rebuilt retaining walls and added ramp access to seating area

### Parks Infrastructure & Maintenance

- Parks and Public Works staff repaired damage to the lawn and retaining walls at the Sechelt Skateboard Park.
- To curb the increase in household garbage being dumped into parks waste receptacles, restrictor plates were added to limit the size of garbage that can be disposed of.
- The backstop at the Hackett Park baseball diamond was repaired after heavy snow caused it to collapse.
- A contract was awarded for the successful bidder on the supply of an aerator.
- Stormwater collector ponds along the Heritage to Fairway Connector trail were rebuilt.
- Upper Kinnikinnick soccer field remained closed due to its fragile state, and maintenance on irrigation in the lower Kinnikinnick soccer field began.

### Urban Forest

- 16 trees were planted using structural cells as part of the Inlet Avenue roadworks project.
- Numerous hazard trees were felled after winter storms.
- The tree inventory was updated in our municipal GIS map.



## FIRST QUARTER REPORT



### Gardens and Landscaping

- Streetscapes and garden beds along Inlet Ave and around Shorncliffe Ave were replanted after roadwork and utility projects uprooted the existing plantings.
- Invasive species such as gorse, buddleia, and ivy were removed from Kingbird Cres, Snickett Park, and Osprey Beach Access.

### Planning & Policy

- Staff the new SCRD *Community FireSmart Resiliency Committee* and attended the first meeting in Q1.
- Staff met with SCRD & ToG to continue planning for the Joint Field Use Strategy.
- Parks staff attended the BCRPA Parks Professionals Conference and the BC Invasives Forum.
- Parks Gardener, Nadine Robinson, completed her Level 1 Irrigation Technician Certification.
- Parks Labourer, Toma Astifan, completed his Playground Safety and Awareness course.

**Community Facilities**

There was a significant increase in facility bookings in the first quarter of 2024

- Bookings: January 88, February 122, March 127, Total – 337
  - Up 77 bookings from last year (260).
- Three (3) Mobile Vendors were selected for Davis Bay and Friendship Park. Aquí es Mexico, Little Spoon Ice Cream and Boba Goat (Bubble Tea).
- Power was upgraded at Davis Bay to allow for Food Trucks to use the space.
- Field user meeting with SCR D and sport field users, for field use April – September.
- Coordinated the Community Safety Committee and collected data from Security patrol.
- Three special event permits were issued.
- New cleaning contractor was chosen, and started in January, for all District facilities, Hall, WRC, Operations Centre and Park washrooms.
- Filming Production Policy, brought to Council and adopted.
- Worked with Alberg Productions, to have filming on Davis Bay Pier, as well as Best Productions for filming in Sechelt.

**Corporate Services**

Projects continued to progress in the first quarter, including issuing a request for proposals for an electronic records management consultant (SharePoint) and implementation of the webcasting portion of our new software for agendas and minutes (eScribe). The SharePoint project is on track to begin in the second quarter. Final implementation of eScribe webcasting is planned for June.

The following Bylaws were adopted:

- Sargeant Road - Road Closure and Disposition Bylaw No. 602, 2022
- Zoning Bylaw Amendment 580-02, 2022 (City State - 5981 Shoal Way)
- Fees and Charges Amendment Bylaw 575-14, 2023 (Film Production)
- Council Procedure Amendment Bylaw 568-4, 2023
- Official community Plan Amendment Bylaw 492-31, 2022 (City State - 5981 Shoal Way)

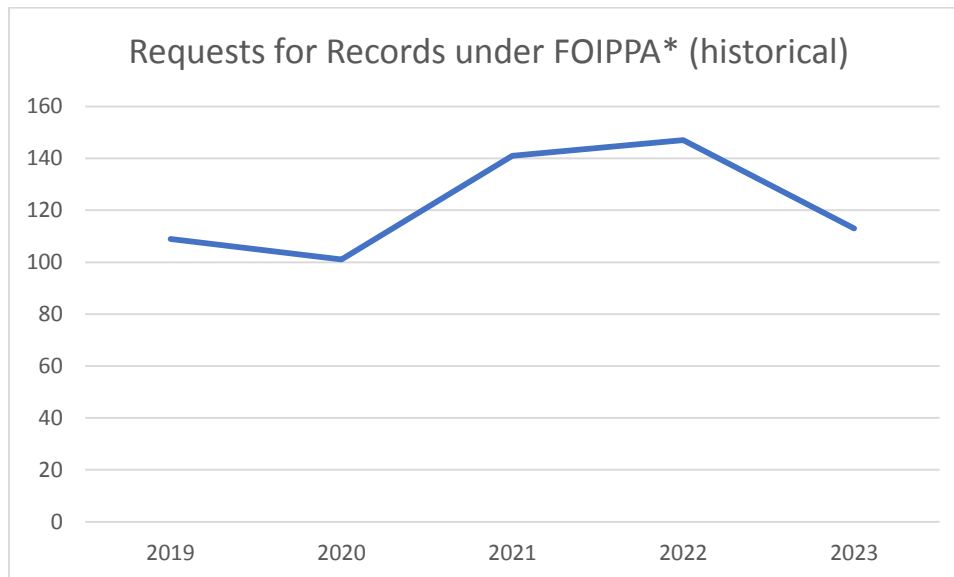
The following agreements were completed:

- Servicing Agreement with Unison Security Ltd for Sechelt Patrolling Fee for Services Agreement
- Servicing Agreement with Sunshine Coast Tourism for Sechelt Visitors Information Centre Management
- Sublease Agreement with Sunshine Coast Hospice Society for Kirkland House

## FIRST QUARTER REPORT

### Requests for Records

Requests for Records under FOIPPA* (quarterly)					
	Q1	Q2	Q3	Q4	YTD
FORMAL	40				40
INFORMAL	0				0
<b>TOTALS</b>	<b>40</b>				<b>40</b>



\*FOIPPA = Freedom of Information and Protection of Privacy Act

## FIRST QUARTER REPORT

### Human Resources

#### Recruitment

Q1 RECRUITMENT DATA		
Jobs Posted: 8	Applicants Hired: 4 (2 internal)	Employees Onboarded: 4 (2 internal)
Bylaw Enforcement Officer (Regular, Full-Time)	Parks Labourer (Regular, Full-Time)	Parks Labourer (Regular, Full-Time)
Senior Development Planner (Regular, Full-Time)	Wastewater Labourer II (Temporary, Full-Time)	Wastewater Labourer II (Temporary, Full-Time)
Casual Receptionist	Public Works Operator (Regular, Full-Time)	Public Works Operator (Regular, Full-Time)
Finance Assistant, Disbursements (Temporary, Full-Time)	Finance Assistant, Disbursements (Temporary, Full-Time)	Finance Assistant, Disbursements (Temporary, Full-Time)
Climate and Wildfire Intern (Temporary, Full-Time)		
Senior Development Planner (repost)		
Administrative Assistant, RCMP (Regular, Full-Time)		
Administrative Assistant, RCMP, Computers (Regular, Full-Time)		

#### Training

- Psychological Health and Safety
- Due Diligence for Supervisors

#### Collective Bargaining

Negotiations between the BCGEU union and District of Sechelt began in Q1.



## FIRST QUARTER REPORT

Photos, graphs - Corporate and Community Services



Mayor Bramham and Mayor Rahka – Feb 9



Yeti to be mine?

Happy  
Valentine's  
Day!



Filming in Davis Bay

**DIVISIONAL UPDATES – Engineering and Operations****Projects & Sustainability**

- Wakefield Lift Station – Key milestones for the project included completion of the BC Hydro & electrical underground works, retaining lock-block wall installation (east, north, and portion of south walls), exterior completion of the electrical building, and completion of the below high-water level shoreline protection works.
- Municipal Hall – Staff presented the remediation strategy and three tower options to council.
- Justice Building Roof – The successful proponent of the roof remediation is Metro Roofing & Metal Ltd. Work to commence in April 2024.
- Bike Lanes – Reef Road, Shoal Way & Lighthouse Ave – works substantially complete, deficiencies and outstanding works to start soon.
- Covid 19 Active Transportation Grant – Works substantially complete, road markings planned for April 2024.
- Inlet Ave – Substantially complete, outstanding works will be completed after payment is complete.
- Two new electric vehicle charging stations installed in the rear parking lot of Municipal Hall.
- The new section of effluent outfall and ballast was installed in Trail Bay.
- The sanitary sewer model was completed and master planning now underway.

**Assets & GIS**

- Asset Management Steering Committee has created draft of asset management strategy which includes 5-year plan.
- Asset Management Plan for Water Resource Center- completed and final reports received, currently prioritizing recommendations.
- Asset report cards - Phase 2 is underway, will add financial information.
- Entered into ESRI's Community Mapping program of Canada to integrate our data into national framework.
- Green and Grey infrastructure repairs, updates, and additions.

**Public Works**

- 163 Public works service requests received, 80 work orders initiated.

**Wastewater**

- Effluent Detention Drill – The operators performed another practice drill for the preparation of the outfall line replacement which was completed January 20<sup>th</sup>.

## FIRST QUARTER REPORT

- Receiving Environment Monitoring (REM) – REM is a requirement of the Municipal Wastewater Regulation and is performed twice annually. Samples are taken from several locations in Trail Bay.
- Lift Station Telemetry – An additional two of the eight sanitary sewer lift stations were integrated into the WRC SCADA (Supervisory Control and Data Acquisition) system.
- Annual Lift Station Cleaning and Inspection – The operators conducted the yearly cleaning and inspection routine on three of the nine lift stations: Onni, Watermark, and Mackenzie.
- Sanitary Sewer Overflow – On February 14, a sanitary sewer overflow occurred near Meier and Mason Roads. This incident was reported to Emergency Management BC (EMBC). The overflow, which was estimated at 18 cubic meters, was caused by a blockage of rags and grease in the sanitary line.
- Urgent After-Hours Incidents – These included responding to five power disruptions, two incidents related to collection system instrumentation, and eleven operational upsets at the WRC.

### Photos, graphs - Engineering and Operations



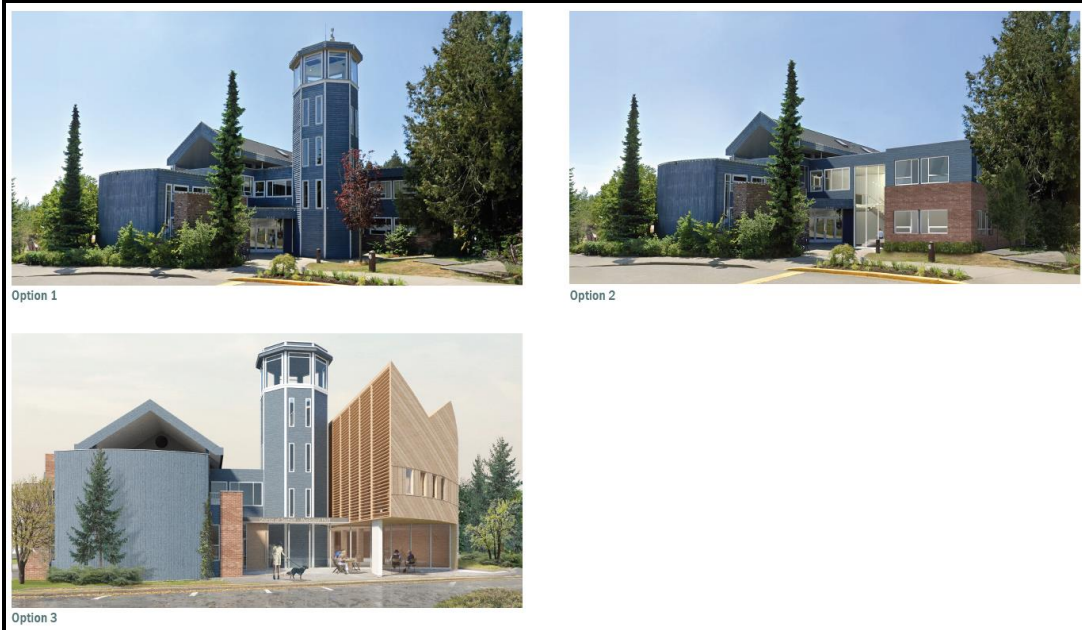
*Launching effluent outfall pipe into Trail Bay*



*Wakefield Lift Station*



## FIRST QUARTER REPORT



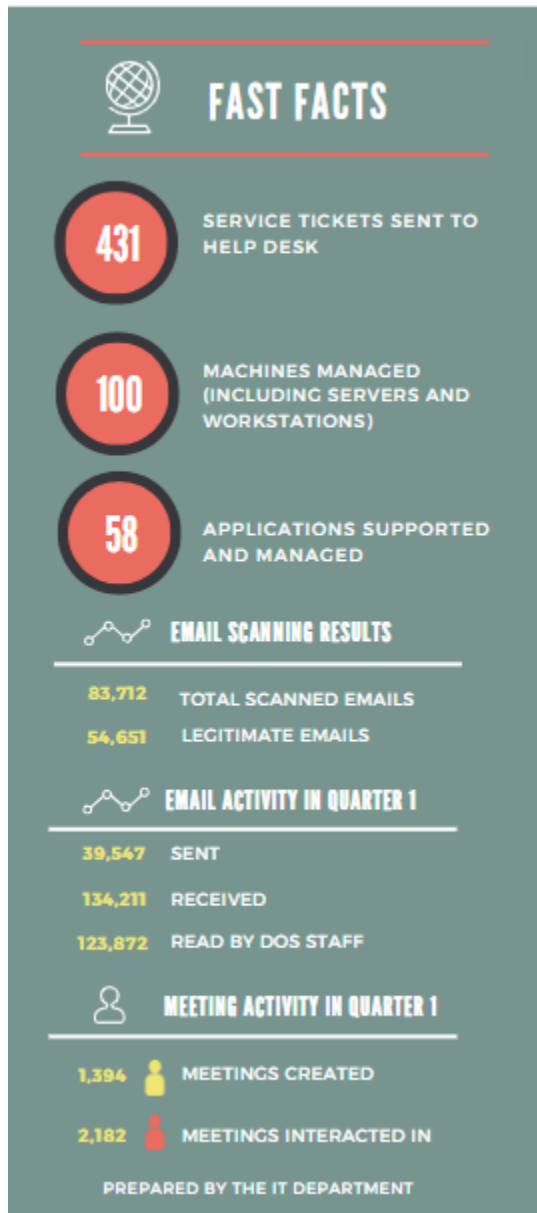
*Municipal Hall tower options*



*Receiving Environment Monitoring (REM)*

### DIVISIONAL UPDATES – Financial Services and IT

#### Information Technology



• **Municipal Hall Renovations:** The reception area was relocated to the Operations Center.

• **SharePoint Document Management Project:** The Evaluation Team is currently reviewing 11 RFP proposals. A vendor will be selected for the project in late April.

• **Friendship Park Washroom Security Cameras Project:** This project, initiated in late Q1, aims to install 4 security cameras in Friendship Park. It is expected to be completed in early May.

• **Machine Learning and AI Research:** Ongoing research explores machine learning, AI, and Microsoft ecosystem enhancements to inform our Automation Strategy.

• **Network Infrastructure:** IT is actively working on replacing an end-of-life server. IT is also collaborating with vendors to improve cable management, internet/network setup, and re-organize the Municipal Hall Server room.

• **Audio Video (AV) Equipment Upgrade Project:** IT assessed AV equipment at Seaside Centre, WRC Boardroom, and Municipal Hall Boardroom. Vendors will provide quotes for the next steps in this ongoing project.

• **Website Search Engine Upgrade Project:** IT successfully implemented a new website search engine.

• **Green IT Initiatives:** Instead of automatic hardware replacement, IT evaluates

equipment for extended use or repurposing. Cloud adoption is prioritized to minimize additional IT infrastructure. Financial software will move to the cloud, and document management software will transition from on-premise to online using SharePoint. Ongoing research explores additional green initiatives.

## FIRST QUARTER REPORT

These efforts demonstrate a proactive approach to technology, efficiency, security and sustainability within our organization.

### Finance

The first quarter of 2024 has been a busy one for the Finance team. Preparing for upcoming bylaws, finalization of the 2024 5-year Financial Plan and year end audit preparations.

- Compiling the tax rate, sewer, septage, solid waste and 5-year Financial Plan bylaws.
- 2023 Audit field work and preparation of draft financial statements.
- Implementation of Public Sector Accounting Standard (PSAB) new PS Asset Retirement Obligation (AROs) for 2023 financial statement reporting year.
- 2024 budget presentations and discussions with Council in public information sessions.
- New budget software training for finance staff.
- Procurement compiled 7 tenders in the first quarter of 2024.
- Recruitment for additional casual staff to support 2024 taxation season.
- Airport Master Plan development – working with various stakeholder groups including the Airport Development Select Committee.

**DIVISIONAL UPDATES – Planning and Development****Policy Planning**

- Integrated Community Sustainability Plan Implementation Update was presented to the Committee of the Whole and referred to Community Associations.
- OCP Kickstart project plan was presented to the Committee of the Whole.
- The Development Density/FAR OCP Amendment received 2<sup>nd</sup> reading and a Public Hearing was held.
- Application for Complete Communities Grant and Connecting Sechelt Youth Grant were submitted.
- The Housing Accelerator Fund was not successful; however, it may be available for a second intake in 2024.
- Amendments to the Business Licence Bylaw respecting Short-term Rentals received three readings.
- Amendments to the Subdivision and Development Control Bylaw respecting fire flow considerations received three readings. This was a time-consuming issue in Q1.
- Road Closure Bylaw to relocate Sargeant Road and create better access to the beach and allow property assembly was adopted.
- Preparation commenced for up-coming zoning changes for the provincial Small-Scale Multi-Unit Housing (SSMUH) housing program.
- Planning attended quarterly regional coordination meeting with colleagues from SCRD, Town of Gibsons and Islands Trust to share information and learn from one another.
- Planning staff work with shíshálh Nation, SCRD and Town of Gibsons on a water technical group that emerged from the four Water Summits in 2023. The group is working together to review the variety of water projects for supply increase and demand monitoring. Presentation to elected officials is tentatively planned for Q2, 2024.
- At request of the Province and shíshálh Nation, the Director of Planning and Development is a member of the Dock Management Plan Advisory Group. The Advisory Group is a term-defined group that meets regularly to look at proposed amendments to the Dock Management Plan and the themes from the public submissions.
- At the end of 2023 licenses were issued for 118 short-term rental operations. In Q1, 74 operators submitted renewal applications. Short-term rental applications involved the three departments of the Planning and Development Division and Q1 is expected to be the busiest quarter of the year for this issue.

**Development Planning**

- Recruitment for Senior Development Planner is on-going and in the meantime there are challenges meeting the service levels that applicants expect from staff.
- Zoning Amendment for 109 rental units at 5535 Shorncliffe/Genaris has received 3<sup>rd</sup> reading and development permit was presented to Council.
- OCP and Zoning for 117 Townhouses 5981 Shoal Way was adopted. A development permit has not yet been submitted.
- A Temporary Use Permit was issued for 5845 Sunshine Coast Highway to permit off-site construction and staging for Greenecourt on Medusa Street.

## FIRST QUARTER REPORT

- A Temporary Use Permit for 5686 Wharf Avenue, 5694 Wharf Avenue and 5700 East Porpoise Bay Road for off-site construction and staging for Ebttide Developments on Ebttide Street.
- Rezoning for an eight-lot subdivision at 5476 Mills Road has received 3<sup>rd</sup> reading. This includes the proposed R6 zone to implement Small Scale Multi-Unit Housing (SSMUH).
- Rezoning for 49 townhouses located 5875 Reef Road received 2<sup>nd</sup> reading.

### Building Department

- One of the department's new Building Officials successfully obtained Level 1 building official certification.
- Building permit applications continue at a steady pace.
- Actively following up on building bylaw infractions - stop work orders relating to life and safety issues, including the following:
  - House in West Sechelt – Fire department involved – tenants in basement living in dangerous living conditions, no means of egress, faulty electrical wiring hazards.
  - Commercial Building Downtown Village – Concerns continue regarding building of residential units without a permit, defiance of property owner and delay causing a lot of time and effort.
  - Commercial Building in Davis Bay - Structural repair.
- Working with applicant on Stockwell Road for feasibility of moving re-used home onto property in Stockwell Road.
- Archeological investigation complete at Telus Marina as well as an industrial property nearby on the side of Sechelt Inlet Road.

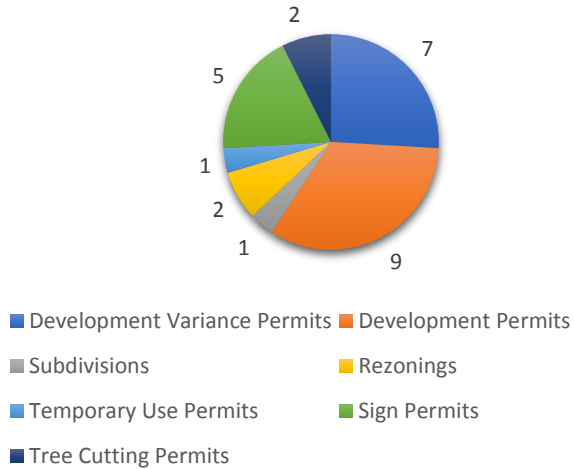
### Bylaw Enforcement

- Recruitment for third Bylaw Enforcement Officer is on-going.
- Commencing enforcement of short-term rental operations after application renewal deadline.
- Co-ordinating with the RCMP derelict vehicles discarded on Hightide Ave were towed in an effort to clean this area and improve community safety.
- Bylaw Officers are taking the lead in creating a plan for monitoring and cleaning encampment area on High Tide Ave. This will involve outreach and weekly visits with the occupants of the area, including a weekly clean-up of garbage and discarded items.
- Review and enforcement on property maintenance concerns and complaints relating to several un-sightly properties.
- Time was spent focused on dangerous and aggressive dogs and applying the dangerous designation would require re-location outside of District of Sechelt.
- Review parking concerns in areas of West Sechelt and the Downtown Village.

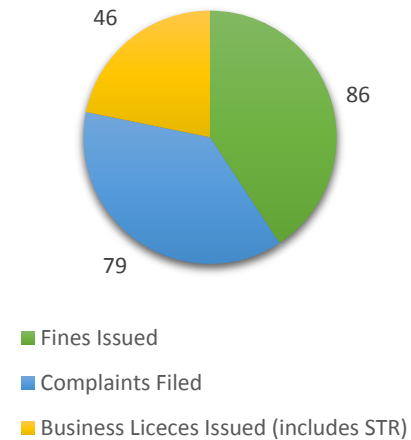


## Photos, graphs - Planning and Development

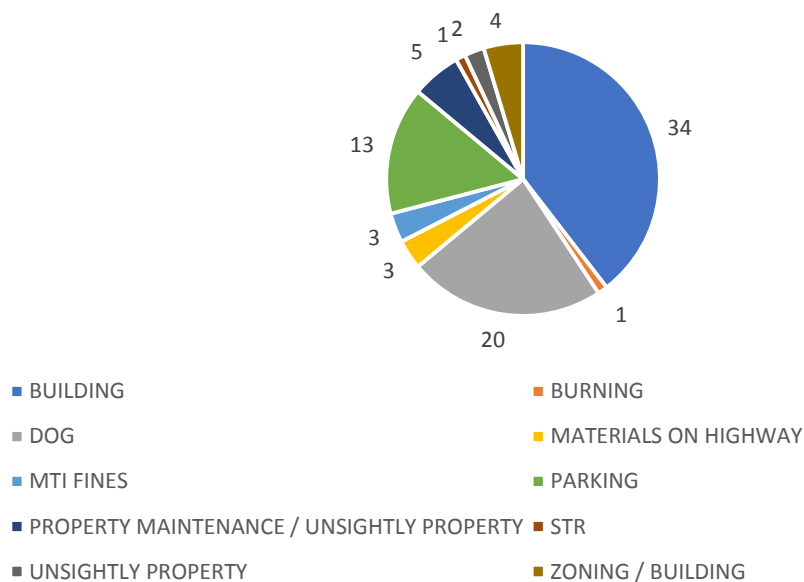
### Q1 Planning Applications



### Q1 Bylaw Activity

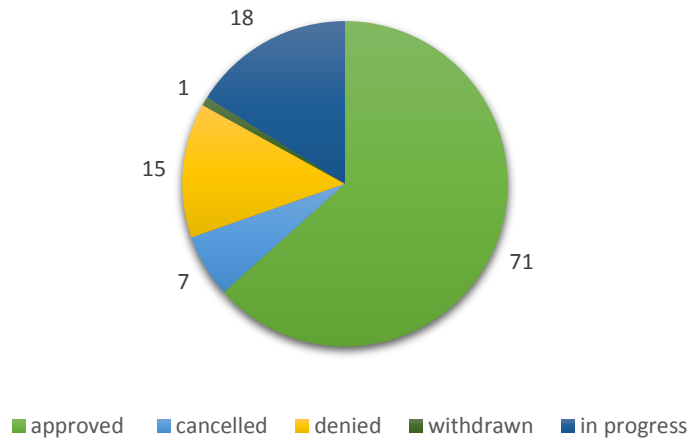


### Bylaw Fines - Q1, 2024



## FIRST QUARTER REPORT

### STR Applications - Total: 112 in Q1



Building Permit Stats - Q1, 2024	# of Permits Issued	Value of Construction (\$)	Permit Fees
Commercial	3	\$325,000	\$3,266
Residential	10	\$1,225,001	\$14,562
Other	2	\$408,000	\$3,804
<b>Total</b>	<b>15</b>	<b>\$1,958,001</b>	<b>\$21,632</b>